

California State Library
California Civil Liberties Public Education Program

Grant Award Modification

1. This form is used for a budget modification in revising the current approved budget, requesting additional funds, or requesting reductions in the grant funding award.
2. **All modifications must be in writing to the California State Library Project Director.** The grantee wishing to request such an adjustment *must* file the Grant Award Modification (CCLPEP 4), according to instructions. *The change is subject to approval.*
 - a. Complete section 1 using the information furnished in the subject line of the original Grant Award Letter signed by the State Librarian. Indicate the type of modification in section 2. Show all budget categories in section 3, including current budget, proposed adjustment and revised budget. Include a justification for the requested modification in section 4.
 - b. The form must be signed and dated by the Project Director and by the Project Financial Representative in section 5. **DO NOT WRITE IN SECTION 6.**
 - c. Budget modifications should be submitted at least four weeks in lead time. Advance planning must be done so that last minute adjustments are avoided in the closing days of the project period.
 - d. Any adjustments in approved budgets must be documented and documentation retained in project accounts. Adjustments should be reported on the next quarterly financial statements.
 - e. All CCLPEP funds should be expended or obligated by June 30, 2007. Requests to use unexpended/unobligated funds as carryover will be considered *only* with prior approval from the Project Director.
3. Submit one copy (with original signatures) of the grant award modification form (CCLPEP 4) to:

**California State Library
Budget Office - CCLPEP
P.O. Box 942837
Sacramento, CA 94237-0001**

Note that documents are to be sent to the Budget Office ONLY! Sending them to the State Librarian, the CCLPEP director, or other addressees will only delay the approval process. If other than U.S. Postal Service is used, the street address is 1029 J Street, Suite 400, Sacramento, CA 95814.